

29/06/2021

CAO Press Release

CAO Change of Mind deadline 1 July at 5:15pm

The CAO Change of Mind deadline is Thursday, 1 July at 5:15pm.

This free facility offers applicants the opportunity to add, remove or change the order of their course choices. To make changes, applicants should log in via the 'My Application' facility and go to the section for changing course choices.

CAO would like to advise all applicants to think carefully about introducing new courses or changing their order of preference at this stage in the application process.

CAO communications officer, Eileen Keleghan, asks applicants to always remember to place their course choices in genuine order of preference; "What we would like to advise applicants to avoid doing is making changes to their order of preference or course choices based on assumptions about grades or speculation about what the points are going to be for a particular course.

"If applicants simply follow the golden rule of placing all of their courses in their genuine order of preference they will be offered the course highest up on their preference list that they are deemed entitled to", she added.

Other advice for applicants from CAO is as follows:

1. Make sure to carefully check your application and ensure that all of the course codes are correct and listed in order of preference before the 1 July at 5:15pm.
2. When entering new courses or editing existing course choices, applicants must list all courses on the New Choices list in their preferred order of preference.
3. After making changes to an application, applicants will receive an email - applicants should read this email carefully to ensure that there are no errors or omissions.
4. In May, all applicants were sent a Statement of Application Record by email. Applicants who have not logged in to their account to check and **confirm** that all of their personal and examination information is correct should do so now and notify CAO immediately if there are any errors or omissions.
5. Mature applicants or those considering adding a restricted course to their application should read page 3 of the CAO Handbook before using the facility.

A video guide to the CAO Change of Mind process is available here:

<http://www.cao.ie/index.php?page=video&l=86519317>

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For more information or to arrange an interview contact Eileen Keleghan, CAO communications officer by email only at ekeleghan@cao.ie